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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR CUSTODIAN

DEFINITION

Under general direction, to plan, organize, and supervise the custodial functions involved in the use of buildings, grounds, and related fixtures and equipment; and to do related work as required.

REPORTS TO: Higher level staff, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level staff, as assigned. Exercises close to general supervision and/or lead direction over Custodians.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Inspect buildings and grounds; determine the work needed; lay out a systematic program of custodial maintenance.
- Supervise assigned personnel doing custodial duties.
- Confer on maintenance and operation problems with supervisor and make recommendations as required.
- Order materials and supplies and maintain appropriate records.
- Perform the most difficult custodial work and provide lead direction on minor carpentry and painting assignments.
- Inspect work done for compliance with established standards.
- Coordinate custodial maintenance activities with other City departments and divisions, and with outside agencies.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Tools, materials, working practices, and methods of custodial maintenance.
- Safe work practices.
- Recordkeeping and reporting procedures.
- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Perform a variety of skilled custodial maintenance tasks.

- Prepare and present oral and written reports.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train, and evaluate subordinates.
- Exercise care in the use of cleaning materials and equipment.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the eighth school grade.

Experience: Two years of experience performing custodial maintenance activities including some supervisory experience.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid, California Driver's License.

Must be able to work overtime, as required.

Must be able to pass an intensive Police background investigation (for Police Department positions only).

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Custodian

TO: Senior Custodian